

# **City of Greenbelt**

## **City Manager's Report**

### **Week Ending November 25, 2020**

1. In follow-up to this week's confidential emails on personnel matters, please note an update is being sent this afternoon.
2. Congratulations to Curtis Dudley on his retirement from Public Works. Thank you for 22 years of service to the City of Greenbelt!
3. Thank you to City employees who continue to adjust work schedules and identify new ways to deliver service and promote safety. Recreation employees posted 18 signs stating the recent County face covering requirement. The signs are in English and Spanish and installed at Buddy Attick Park, Northway, and Schrom Hills Park. Staff confirmed that park rangers have been working different shifts into the Fall to help continue community education on health guidelines in parks.
4. Continued appreciation of the work by police and CARES employees who help with food distribution, as well as the recent impromptu vigil.
5. Kudos to Nicole DeWald, Di Quinn-Reno, and other staff working with artists and vendors on the online Arts and Crafts Show. Thank you to Andrew Phelan and staff for the opportunity to Gobble Wobble virtually at any time through the first week of December as an alternative to the traditional Thanksgiving morning run/walk. Chris Cherry is working on a virtual celebration.
6. Santa Clause is preparing for a safe alternative to the annual breakfast at Chevy's sponsored by Combined Properties and the Greenway Center merchants. More information will come as that is finalized. Santa's helpers are working to make sure that technology is in place to handle the heavy volume of telephone traffic that occurs during this time of year between Greenbelt and the North Pole. The Recreation website has more information for parents interested in having their telephone number on Santa's list.
7. As of the morning of this report, 18 of the 19 business relief grant agreements processed had been signed by the businesses and checks released. The 20th grant agreement was finalized yesterday and should be returned soon.
8. Met with and/or teleconferenced with staff regarding budget, personnel, and operational matters.
9. Attended the City Council meeting.
10. **Assistant City Manager**
  - a. On leave.
11. **City Treasurer/Finance**
  - a. Processed COVID reimbursement requests.
  - b. Met with County representatives who provided updates on COVID funds.
  - c. Met with SB & Company (with Liz and Dee), county contractor handling COVID reimbursements to review previously submitted reimbursement requests. The representative wanted to better understand the process for granting emergency assistance to Greenbelt citizens.
  - d. Provided overview of COVID expenses to Council.

**12. Information Technology**

- a. Continued Windows 10 deployments.
- b. Investigated I-Net speed issues.

**13. Economic Development**

- a. Business Outreach & Engagement
  - i. 6 businesses assisted in business relief related follow-up.
  - ii. Distribution of materials to local businesses interested in participating in Small Business Saturday.
  - iii. Outreach to local shopping centers to share information about Small Business Saturday.
- b. Meetings
  - i. City Council Regular Meeting
- c. Economic Development Admin
  - i. Working with the Public Information Office on Small Business Saturday planning activities.
  - ii. Worked with the Finance Department to submit documentation for business relief program.

cc: Department Heads

David Moran, Assistant City Manager

Mary Johnson, Human Resources Officer

Bonita Anderson, City Clerk